DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 879

Page 1

AgencyWashington County

Division/Unit

Public Works/Engineering

Washington County			Public Works/Engineering	
Item No	Description			Retention
1	Minor Bridges (Inspections) -contains, but is not limited to inspection report, ph inspection worksheets, structure inventory and app sheets		input	Permanent. Transfer periodically to the MD. State Archives.
2	Major Bridge inspections -contains, but not limited to: inspection reports; sar documents as minor bridge inspections	ne		Permanent. Transfer periodically to the MD> State Archives.
3	Site plans (duplicate of site plans kept by comm. do with the following exceptions: preliminary, final plapplications for zoning, traffic impact analysis	-	o.);	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
4	Capital project files -contains but not limited to: drawings, specifications; addendums; contracts; proposals; certification of liability insurance; pre-bid data.		Retain until project is completed, plus ten (10) years and until all audit requirements have been fulfilled, then destroy	
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Approved	by Department, Agency or Division Representative	Scho	edule A	authorized by State Archivist
Date	June 21, 1999	Date	2	JUL 2 0 1999
Signature	To 1 Billion			Edward C. Perenter

Approved by Department, Agency of Division Representative			
Date _	June 21, 1999		
Signature	Jani L. Billow		
Type Name	Joni L. Bittner		
Title _	County Clerk		

Signature Moral C.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	C879
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Page 2 of 2

Item No	Description	Retention
5	General files (subject) -contains but not limited to: correspondence, drawings, brochures, reports relating to landfills, dams, roads, federal aid, transportation, private roads, handwritten notes, surveys, spreadsheets	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
6	Studies prepared by vendors: drainage studies, storm water improvement studies, pond design	Retain until updated or superseded, then destroy.
7	Survey books; handwritten survey information by project	Retain until updated or superseded, then destroy
8	Right of way files: property, bridges, water and sewage -contains but not limited to: plats, deeds, correspondence, application for permits, site plans, survey quotes, invoice and check copies.	Permanent. Transfer periodically to the MD State Archives.
9	Deeds: recorded deeds,	Retain until updated or superseded, then destroy.
10	Drawings/plats - mylar - blueprints - contains but not limited to: title sheet, legends, plan profile, general notes, stream diversion, modifications, key plan, traffic control plans, quad maps, utility plans.	Retain for 10 years, then destroy.
11	As-Built construction plans	Permanent, transfer periodically to the Md. State Archives.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20784	AGENCY RECORDS INVENTORY Page		
1. DEPARTMENTIAGENCY WAS DIVITOR CO. DEFINITION - Records Series A group of related record	2. DIVISION, Public Works de normally filed and used as a unit for reference as	3. UNIT ENGINEETING. well as Attention and disposition Surposes.		
4. RECORD SERIES TITLE MINDER BIT	-/	5. EARLIEST YEAR / LATETEST YEAR 1992 TO CHANGE WITH		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose of function of the Series) CONTAINS, BUT NOT LIMITED TO: INSPECTION REPORTS PHOTOS - INSPECTION WORKSheets STRUCTURE INVENTORY + APPRICAL INPUT Sheets				
7. RECORD SERIES FORMAT(S) Deleter Size Deleter Tape Degal Size Computer Tape Description Desk Description Des	8. RECORD SERIES SEQUENCE B Alphabetical O Numerical O Chronological O Geographical O Other (Specify) Bridge Name	9. VOLUME Grile Drawer(s) Grile Drawer(s) Grile Drawer(s) Grile Drawer(s) Grile Drawer (s) Other (Specify) Number 10. ANNUAL ACCUMULATION Grile Drawer (s) Other (Specify)		
11. FILE IS USED Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg. Floor, Room)	Number	Month(s) C Year(c)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS				
□ Yes □ No □ None □ State □ Federal □ Independent				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR 3 YEARS, THEN DESTROY			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
WAShington Co	Public Works.	EDYINEETING	
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE MAJOR BY	age Nospections	5. EARLIEST YEAR LATETEST YEAR 1971 TO CHITCHT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, GUT NO # SAME SOUMENTS	information/documents/forms found in the Series. Include of Limited ID; INC. THE MANNEY BYING	the purpose or function of the Series; SPECTION REPORTS.	
7. RECORD SERVES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
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□ Legal Size □ Computer Tape	O Numerical	© Computer Tape (5) Other (Specify)	
© Bound Book D Floppy Disk	Chronological	Number Cle. F-1	
□ Audio Tape □ Video Tape	. G Geographical	10. ANNUAL ACCUMULATION	
Solther (Specify) BOOK 5	- '	D File Orawer (s) D Microfilm Ree: (s)	
Pother (Specify)	© Other (Specify)	C) Computer Tape(s)	
	Bridge	Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
a Daily a Weekly a Monthly	Number	Month(s) 🗆 Year(t)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)	
Admin Bldg. 3rd filoor	O Yes	c No	
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
D Yes D No	□ None □ Starte □ H	Federal G Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Ret	9/NFO-10	
G Yes D No	Yenrs, then	DESTroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY WAShington Co.	Public Works.	3. UNIT ENGINEERING
DEFINITION - Records Series - A group of related recer	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SITE P/A/ (Duplicate of site	WS PLANS KEPT by C	5. EARLYST MEMOPLATETEST YEAR 10 CULTYENT. ONUM. DEVELOR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of With the Following FINAL PLATE) TRAFFIC IMPA	Applications	the purpose or function of the Series; PROLIMINARY TOXING
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME S File Drawer(s)
Getter Size D Microfilm	- Alphabetical	Microfilm Real (s) Computer Tape (s):
C Legal Size Computer Tape	O Numerical	Olher (Specify)
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Audio Tape U Video Tape	© Geographical	10. ANNUAL ACCUMULATION D File Drawe: (s)
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Daily D Weekly D Monthly	Number	Month(s) 🗅 Yeər(s)
13. CURRENT LOCATION(S) (BIDD. Floor, ROOM) HAMIN. Blag, -3rd Floor RASEMENT	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) C Yes C No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ Starte □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION USE GENERAL	File Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY WASHINGTON CO DEFINITION - Records Series - A group of related record	2. DIVISION Public Works.	ENGINEERING		
4. RECORD SERIES TITLE CAPITAL PI		S. EARLIEST YEAR I LATETEST YEAR		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series; CONTAINS BUT NOT LIMITED TO: DRAWINGS; SACIFICATIONS - ADDENDUMS - CONTRACTS PRODUMS - CONTRACTS PRODUMS - CONTRACTS WESUTANCE: PRE-BIL DATE.				
7. RECORD SERIES FORMAT(S) Defler Size Differ Microfilm Deflegal Size Demputer Tape	8. RECORD SERIES SEQUENCE Alphabetical O Numerical O Chronological O Geographical O Other (Specify) Provect.	9. VOLUME GFILE Drawer(s) Microfilm Reet (s) Computer Tape (s) Other (Specify) 10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reet (s) Computer Tape(s) Other (Specify) Number		
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) 🗅 Year(t)		
13. CURRENT LOCATION(5) (Bldg., Floor, Room) POMINO. Blog - 3rd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (It yes, specify agency or office)		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) Pes D No	16. AUDIT REQUIREMENTS □ None □ State □ Federal □ Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION RETAINS COMPLETED, PLUS UNITIL MILL HULIT	DUDTIL PROJECT IS 10 YEARS AND - REGUITEMENTS		
18. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER HAVE been Fulf	Thed then Desira		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY WASHINGTON CO.	2. DIVISION LONKS.	ENGINEERING		
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as refertion and disposition purposes.		
4. RECORD SERIES TITLE FENCY AL	- Files	5. EARLIEST YEAR / LATETEST YEAR ITHTO CHIRONT.		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Segres;		
CONTAINS, BUT NOT LIMITED TO: Correspondence. Drawings, Brochures, Reports Pelating To: Landfills - Dams - Roads; Federal Aid: TRANSportation Printer Roads HAND Written Notes - Surveys; Spreadshoots HAND Written Notes - Surveys; Spreadshoots				
	: 			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
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□ Audio Tape □ Video Tape	G Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)		
Other (Specify) Drawing	Subvect by Provect	U Microfilm Ree: (s) U Computer Tape(s) U Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
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13. CURRENT LOCATION(S) (Bidg., Floor, Room) HIMIN BANG- 3rd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office) C No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
D Yes D No D None D Starte D Federal D Independent				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION			
U Yes U No	Use General 1	tile Kelenlion		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page	
1. DEPARTMENTIAGENCY WASHINGTONCO	2. DIVISION PUBLICUOPKS.	3. UNIT ENGINEETING	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE SHALLES	prepared by	5. EARLIEST YEAR I LATETEST YEAR	
Vendors.		07	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of DRHINAGE STUDIES MENT)	information/documents/forms found in the Series. Include 185 - STOVIM LA 185 - PONT DE		
7. RECORD SERIES FORMAT(S) © Letter Size Microfilm	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s) □ Microfilm Rest (s)	
□ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk	D Ohronological	Computer Tape (5) Other (Specify) Number Other (Specify)	
□ Audio Tape □ Video Tape □ Other (Specify)	© Geographical © Other (Specify)	10. ANNUAL ACCUMULATION D File Drawer (s) Microfilm Ree! (s) C Computer Tape(s) D Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily	Month(s) C Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) U Yes C No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS □ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware)	18. RECOMMENDED RETENTION BETAIN UNTIL Updated OF Superseded, THEN DESTROY.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENTIAGENCY	2. DIVISION Dischip Line Line 1	3. UNIT
WHSDINGION CO.	TUBIJONO RS.	-NY/WEI/NG
DEFINITION - Records Series - A group of related records. 4. RECORD SERIES TITLE - / / / / / / / / / / / / / / / / / /	2 - 11 -	5. EARLIEST YEAR ! LATETEST YEAR
4. RECORD SERIES TITLE SUPPLY LO	NOOKS.	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of SWYRY / WAS AND SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (Briefly describe the types of CYDSS SECTION SERIES DESCRIPTION (BRIEFLY DESCRIPTION SERIES DES	information/documents/forms found in the Series. Included the Series of	the purpose or function of the Series; AND WITHER Y PLOVECT
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size	Alphabetical Numerical Chronological Geographical Other (Spacify)	O File Drawer(s) O Migrafilm Reet (s) O Computer Tape (s) OTher (Specify) Number 10. ANNUAL ACCUMULATION O File Orawer (s) O Microfilm Reet (s) Computer Tape(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
D Daily D Weekly D Monthly	Number	Month(s) C Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIL	N UNTIL UPDATED, THEN DESTroy,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.G. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASHINGTON CO	Public Works	ENGINEERING
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as fetention and disposition purposes.
4. RECORD SERIES TITLE RIGHT OF	Way Files	5. EARLIEST YEAR / LATETEST YEAR 1983 TO CHIVEROT
Property-Binges-	wayer Beurye	
CONTAIN, GUT NOT	information/documenta/forms found in the Series. Include AIRIIII	His purpose or function of the series /
Correspondent	e, Application	of or leimins;
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Check copies		
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7. REGORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)
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Cother (Specily) 190/193	Other (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tape(s) ☐ Other (Specify)
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13. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	
BASEMENT	O Yes	5 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Starle □ I	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PORM	ANENT-TRANSFER
D Yes D No	ARCHIVES.	THE MA, State
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENTIAGENCY WASHINGTON CO.	2 DIVISION PUBLIC WORKS.	Englosering	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE DEEDS		5. EARLIEST YEAR / LATETEST YEAR 1953 TO CHANGE OF	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of RECORDED Decides	information/documents/forms found in the Series. Include	the purpose or function of the Series;	
		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
O Letter Size O Microfilm Computer Tape	O Alphabetical	G File Orawer(s) G Microfilm Rea (s) G Computer Tape (s) G Other (Specify)	
© Bound Book ☐ Floppy Disk	© Chronological	Number ChoFlo	
© Audio Tape	© Geographical © Other (Spacify)	10. ANNUAL ACCUMULATION D File Drawer (s) D Microfilm Reel (s) D Computer Tape(s) D Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
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13. CURRENT LOCATION(S) (Bldg. Floor, Roomly Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) U Yes C No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

Instructions Type or print a separate form for each new Revised record series. Forward with records-retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENTIAGENCY WAShillyton Co.	2 DIVISION FUSSICLUDYKS	3. UNIT EXQUEETING	
DEFINITION - Records Series A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE DAMOHUSES/PLATS MULAR - Blue Prints		5. EARLIEST YEAR I LATETEST YEAR 1959 CUNTON	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) CONTRINS, but Not himsted To: TITLE Specific LE FERDS-Plan Profile. FRENCYAL NOTES- OTYPHEN DIVERSION-MODIFICATIONS. MEY PLAN-TRAFFIC CONTROL PLANS-QUINT MAPS: Ufility Plans.			
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specily)	a. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Rest (s) O Computer Tape (s) Politics (Specify) Number 10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reet (s) Computer Tape(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	<u> </u>	
O Daily D Weekly D Monthly	12. PILE BECOMES INACTIVE AFTER Month(s) Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) HIMIN. Bldg - 3rd Floor BHSCMCNT	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
D Yes D No	□ None □ State □ (Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
□ Yes □ No	•		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	